

Community Use of School Facilities: Application and
Approval

An application (Usage Contract) for the use of school facilities shall be obtained from, completed and submitted to, the school principal not less than ten (10) working days (Type I, II and III) or thirty (30) working days (Type IV and V) in advance of the requested usage date.

The form is to be completed and be accompanied by a check for any necessary fees.

Type IV and V activities must receive prior approval from the office of the superintendent.

The school principal will notify the requesting organization of approval or disapproval by completing the application and mailing the original to the organization.

No facility shall be considered reserved until the application has been signed by both parties.

Editor's Note

See also school board policy #2-41.

Approved by Superintendent: April 6, 1987

Approved by Superintendent: September 27, 1994